

# TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

## REQUEST FOR TASK PLAN / TASK ORDER

|                 |                                    |                  |             |
|-----------------|------------------------------------|------------------|-------------|
| CONTRACTOR      | CONTRACT NO./TASK NO.              | JOB ORDER NUMBER | APPROPRIATE |
| QSS Group, Inc. | NAS5- 99124 TASK NO. 365 AMENDMENT | 567-259-20-10-89 | 00          |

TASK TITLE: (NTE 80 characters; include Project name)

VCL Spacecraft RF Subsystem Integration and Test

APPROVALS: (Type or print name and sign)

|   |                                    |                 |           |                               |
|---|------------------------------------|-----------------|-----------|-------------------------------|
| ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)          | DATE                               | ORG CODE        | MAIL CODE | PHONE                         |
| Armen Caroglianian <i>Kenneth L Perko</i> for                 | 8/8/2000                           | 567             | 567       | 301-286- <del>6375</del> 4340 |
| BRANCH HEAD   | DATE                               | CODE            |           | PHONE                         |
| John Chitwood <i>John Chitwood</i>                            | 9-8-00                             | 567             |           | 301-286-5936                  |
| CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)         | DATE                               | CODE            |           | PHONE                         |
| <i>Sic</i> Robert S. Lehair, Jr. <i>Robert S. Lehair, Jr.</i> | 9/11/00                            | 560             |           | 301-286-6588                  |
| FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE                     | CONTRACTING OFFICER'S QUALITY REP. | DESIGNATED FAM: |           |                               |
| (IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)                |                                    |                 |           |                               |
| [X] NO [ ] YES  | Larry Moore                        |                 |           |                               |

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.

(To be completed by Contracting Officer)

C.O. Requested Quote on:  
Date:

Contractor will develop specification or statement of work under this task for a future procurement. [X] NO [ ] YES

Flight hardware will be shipped to GSFC for testing prior to final delivery. [ ] NO [ ] YES [X] N/A

Government Furnished Property/Facilities: [X] NO [ ] YES

Onsite Performance: [ ] NO [X] YES If yes: [ ] TOTAL [X] PARTIAL  
If partial, indicate onsite work in SOW by asterisk (\*)

Surveillance Plan Attached: [X] NO [ ] YES

Highlighted Contract Clauses: (to be completed by Contracting Officer)

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be: September 12, 2000.

### INCENTIVE FEE STRUCTURE (check one)

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

|           | X No. 1 | No. 2 | No. 3 | No. 4 | No. 5 |
|-----------|---------|-------|-------|-------|-------|
| Cost      | 10%     | 50%   | 25%   | 25%   | %     |
| Schedule  | 15%     | 25%   | 25%   | 50%   | %     |
| Technical | 75%     | 25%   | 50%   | 25%   | %     |

(To be completed by Contracting Officer)

The target cost of this task order is \$ 21,456

The target fee of this task order is \$ 1,395

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 22,851

The maximum fee is \$ 2,039

The minimum fee is \$0.

### AUTHORIZED SIGNATURE

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

*Theresa J. Becker*  
SIGNATURE OF CONTRACTING OFFICER

10/13/00  
DATE

Theresa J. Becker  
TYPED NAME OF CONTRACTING OFFICER

### CONTRACTOR'S ACCEPTANCE

AUTHORIZED SIGNATURE

DATE

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|-----------------|-----------------------|----------|-----------|
| QSS Group, Inc. | NAS5-<br>99124        | 365      |           |

Applicable paragraphs from contract Statement of Work:

**STATEMENT OF WORK:** (Continue on blank paper if additional space is required)

The contractor shall perform the following activities in support of the VCL project:

1. Review Observatory Contractor designs and concepts. Conduct independent analyses and propose alternative designs or improvements as required.
2. Assess Observatory Contractor integration and test (I&T) plans and procedures and support I&T activities as required at contractor and GSFC facilities.
3. Participate in reviews, technical interchange meetings, and working group meetings at contractor, subcontractor, and GSFC, as required. Travel to contractor, subcontractor and other NASA facilities, as required.
4. Advise the VCL project on all matters concerning the RF subsystem.
5. Advise appropriate Code 500 management on all matters concerning the RF subsystem.

**PERFORMANCE SPECIFICATIONS:**

Technical Progress Report: shall summarize personal interfaces, content of meetings, reviews, test activities, and analysis of VCL RF subsystem problems, issues, and results. Major activities shall be clearly summarized and analyzed with rationale included.

Final Report: Technical performance will be based on thoroughness and completeness of the written report. Acceptable performance is that the ATR is satisfied that the material reflects the proper level of technical expertise and meets the objectives of the activity.

Management: Performance will be measured against the following metrics: (1) accomplishment of objectives; (2) clear, incremental progress; (3) responsiveness to issues; (4) efficient and appropriate staffing; and (5) coordination with and good working relationship with ATR and other related contractor efforts, if applicable.

Status Reports: Acceptable performance is that the ATR is satisfied that he is being kept informed of the status of work performed and of issues requiring his attention.

**APPLICABLE DOCUMENTS:**

None.

**TASK END DATE:** 12/31/00**MILESTONES/DELIVERABLES AND DATES:**

1. Status Reports (email): weekly, submitted to the ATR (Armen.Caroglanian@gsfc.nasa.gov) and VCL Project Lead (Tom.J.Venator@gsfc.nasa.gov).
2. Technical progress Report: monthly, 15th of the month, delivered to the ATR
3. Final Report: 12/15/00

**PERFORMANCE STANDARDS:**

**Schedule:** On-time delivery of the above milestones and deliverables.

**Technical:** Major activities shall be clearly summarized and analyzed with rationale included.

**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

Tom Venator, building 16W, room N135